



Department of Education and Early Development
Division of Teaching and Learning Support - Special Education
Special Education Standards for Student File Review

Standard	Category	Description	Federal/State Citation
1.01	Confidentiality	There is a "Record of Access" log sheet in place for the student file for authorized personnel to sign in with the date, purpose and agency affiliation.	34 CFR 300.614
2.01	Referral	There is evidence the parents received a copy of the procedural safeguards once the student had been referred for special education evaluation.	34 CFR 300.504(a)(1)
3.01	Evaluation	INITIAL EVALUATIONS: The parents received a written notice of initial evaluation prior to any evaluation being conducted.	34 CFR 300.503
3.02	Evaluation	INITIAL EVALUATIONS: There is a signed consent prior to any evaluation being conducted.	34 CFR 300.300(a)
3.03	Evaluation	ALL EVALUATIONS: The evaluation process uses a variety of measures to gather information.	34 CFR 300.304 (a)(1&2)
3.04	Evaluation	ALL EVALUATIONS: Only the evaluations indicated on the Consent for Evaluation are conducted.	34 CFR 300.304(c)(4), 34 CFR 300.300
3.05	Evaluation	ALL EVALUATIONS: A copy of the evaluation report(s) was provided to the parents.	34 CFR 300.306(a)(2)
3.06	Evaluation	ALL EVALUATIONS: There is evidence of a review of existing evaluation data.	34 CFR 300.305(a)
3.07	Evaluation	REEVALUATIONS: If the district determines that no additional data is required to establish eligibility, the parents received a written notice of that decision.	34 CFR 300.305(d)(1)
3.08	Evaluation	REEVALUATIONS: If parents fail to respond to a request for consent, there is evidence that the district made reasonable attempts to obtain consent before proceeding with evaluations.	34 CFR 300.330(c)(2)
4.01	Eligibility Process	Eligibility and development of an IEP are completed within 90 calendar days of the Consent for Evaluation/ Reevaluation.	4 AAC 52.115

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4.02	Eligibility Process	There is a signed Consent for Placement for special education services, prior to developing an IEP.	34 CFR 300.300(b)
4.03	Eligibility Process	The ESER is current.	34 CFR 300.303(b)(2)
4.04	Eligibility Process	The parents received a complete written notice of the eligibility decision.	34 CFR 300.503
4.05	Eligibility Process	The parents (and student when applicable) were invited to the ESER meeting with sufficient time to attend and the invitation has all the required elements.	34 CFR 300.322(a)
4.06	Eligibility Process	The ESER summarizes the evaluation results, and identifies any educational need(s).	34 CFR 300.306(b&c)
4.07	Eligibility Process	The student meets specific requirements for a single eligibility category.	34 CFR 300.8
4.08	Eligibility Process	The ESER provides evidence of complete team participation.	34 CFR 300.306(a)(1), 34 CFR 300.305(a)
5.01	IEP Process	The IEP is current.	34 CFR 300.324(b)(i)
5.02	IEP Process	The parents were invited to the IEP meeting with sufficient time to attend and the invitation has all required elements.	34 CFR 300.322
5.03	IEP Process	The year the student turns 16, the student was invited to the IEP meeting with sufficient time to attend.	34 CFR 300.321(b)
5.04	IEP Process	The IEP contains evidence of complete IEP team.	34 CFR 300.321
5.05	IEP Process	The student's present levels are identified, including the areas of educational need (from the ESER) and required components.	34 CFR 300.320(a)(1)
5.06	IEP Process	Special Factors are considered.	34 CFR 300.324(a)(2)
5.07	IEP Process	Necessary accommodations for assessment (including statewide testing) are documented in the IEP and are supported by and consistent with any special factors considered.	34 CFR 300.320(a)(6)(i)
5.08	IEP Process	Goals are aligned with state standards.	34 CFR 300.320(a)(2)(i)(A), 4 AAC 04.140

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5.09	IEP Process	Student goals are measurable and address the identified educational needs.	34 CFR 300.320(a)(2)
5.10	IEP Process	Frequency of progress reports is at least equal to that of non-disabled peers and there is evidence of that reporting.	34 CFR 300.320(a)(3)(ii)
5.11	IEP Process	There are statements of modification and support for the student and school personnel that allow for involvement and progress in the general education curriculum, as well as extracurricular and other nonacademic activities.	34 CFR 300.320(a)(4)
5.12	IEP Process	There is evidence in the IEP of an ESY decision and if ESY is required there is evidence of services.	34 CFR 300.106, 4 AAC 52.144
5.13	IEP Process	The services page of the IEP identifies Special Education and Related Services by the provider, environment, start/ end date, duration, frequency and supervision.	34 CFR 300.320(a)(7)
5.14	IEP Process	Services include all areas of need identified in the ESER/ Present Levels and are consistent with annual goals/ objectives.	34 CFR 300.320(a)(2)(i)(B)
5.15	IEP Process	There is statement explaining whether the IEP can/ cannot be implemented in the regular education environment.	34 CFR 300.320(a)(5), 34 CFR 300.116(b)(2), 34 CFR 300.114(a)(2)(i)
5.16	IEP Process	There is a statement identifying the potential harmful effects of the placement on the student.	34 CFR 300.116(d)
5.17	IEP Process	The parents received a complete written notice of the IEP decision.	34 CFR 300.503
5.18	IEP Process	There is evidence that the parents received a copy of the IEP.	34 CFR 300.322(f)
6.01	Behavior	The district notified parents of a disciplinary action no later than the date on which the decision was made.	34 CFR 300.530(h)
6.02	Behavior	For cumulative suspensions over 10 school days, the district considered whether a change of placement has occurred.	34 CFR 300.536(a)
6.03	Behavior	For all suspensions (cumulative or consecutive) that exceed 10 school days, the district provided services beginning on the 11th day of suspension.	34 CFR 300.530(d)

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6.04	Behavior	When applicable, a manifestation determination is conducted that considers if the IEP was appropriately implemented and/or the behavior was a result of the student's disability.	34 CFR 300.350(e)
6.05	Behavior	When applicable, the parents of a child involved in a manifestation determination have been provided notice of their right to appeal and provided procedural safeguards.	34 CFR 300.532
6.06	Behavior	When the conduct is determined to be a result of the student's disability, an FBA is conducted and/ or a BIP is developed/ reviewed.	34 CFR 300.530(f)(1)
7.01	Early Childhood Transition	The IEP was in place on or before the child's third birthday.	34 CFR 300.124(b)
7.02	Early Childhood Transition	For students entering special education services ages 3 through 5.5 years old, there is an entry COS.	20 USC 1416(a)(3)(A)
7.03	Early Childhood Transition	For students receiving special education services turning age 6, there is an exit COS.	20 USC 1416(a)(3)(A)
8.01	Secondary Transition	There is at least one measurable post secondary goal that is based on an age appropriate transition assessment that considers the student's interests, needs and preferences, and addresses training/education, employment and, when appropriate, independent living skills.	34 CFR 300.320(a)(2) & (b)(1)
8.02	Secondary Transition	There is a statement of the student's transition service needs that includes a course of study to facilitate movement from school to post-school.	34 CFR 300.320(b)(2)
8.03	Secondary Transition	There is evidence that the student and parent have been informed of the transfer of rights at least one year before the student has reached the age of 18.	34 CFR 300.320(c)
9.01	Exit	When applicable, there is a completed summary (Exit Form) of the student's academic achievement and functional performance, including recommendations on assisting the student to meet post-secondary goals.	34 CFR 300.305(e)(3)
9.02	Exit	There is evidence of a written notice of the exit to the parents.	34 CFR 300.102(a)(3)(iii)

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10.01	Services Verification	The special education services addressed in the IEP are being provided to the student as indicated.	34 CFR 300.320(a)(7)
10.02	Services Verification	All related services are conducted as scheduled in the student's IEP.	34 CFR 300.320(a)(4)
10.03	Services Verification	The student's IEP has been implemented with fidelity as verified by either staff interview or other evidence of implementation.	34 CFR 300.149(a)(2)
10.04	Services Verification	Modifications and accommodations identified in the IEP are being provided to the student consistently.	34 CFR 300.320(a)(4)